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### ***ROME DIVISION EXCELS!!***

#### **TIP FOR VIEWING FILES BEFORE SUBMISSION TO THE COURT**

When you are in the CM/ECF program and are ready to identify the document that is to be filed with the Court, you can view that document before proceeding to the next screen. Recently, we have had several circumstances when a blank document was uploaded to the database.

Viewing documents to be uploaded while in the file upload screen is a simple process. Simply place your cursor over the file name, and right click the mouse. When that is done a menu appears and one of the options is "open." When you click on that link, the Adobe Acrobat Reader brings the document onto your screen for review. When you have satisfied yourself that the document is the correct one, just close the reader, and you are returned to the file upload screen. Then follow the same steps you always do in completing the transmission.

If you have any questions about this tip, please contact either Gary Drake at (404) 215-1196, or Irene Wiggins at (404) 215-1057.

#### **VIEWING A CLAIMS REGISTER**

We have been informed that when the next major revision to the software is released, (sometime this summer), the general public will have the ability to view claims registers without a login and password.

This will make it easier for non-lawyers to view that information.

#### **NATIONAL FAQ'S**

**How can the PDF creator ensure that the printed copy of the document matches the public/docketed version?**

ANSWER: When creating a document that will be electronically filed in CM/ECF, the person creating the document (and anyone sharing/reviewing the document during its development) should use the PDF writer as their print driver throughout the entire document creation and modification process. This requires that the document creator select PDF writer as the print driver instead of using their default print driver (e.g., HP4si, etc.) In addition, all printed copies of a

document should be made from the PDF file rather than from the word processor file. This will ensure that references to the document will be consistent between the paper and electronic versions of the document.

An alternative method for ensuring proper page references is for the person creating the document to use their default print driver, but at the end of the editing session change the print driver to PDF writer and preview the document by scrolling through and checking page breaks, table of contents, etc. Modifications may be required at this point if an extraneous page break was added. But, this step would save the person the embarrassment of filing a document that is not properly formatted.

Additionally, some non-standard fonts are not easily converted by PDF. If the word processing document uses one of the non-standard fonts, the PDF conversion size can increase substantially because PDF does not immediately recognize the font used. The following Type 1 fonts are guaranteed to be available to the Acrobat program:

- Courier
- Courier-Bold
- Courier-Bold Oblique,
- Courier-Oblique Helvetica
- Helvetica-Bold
- Helvetica-Bold Oblique
- Helvetica-Oblique
- Times-Roman
- Times-Bold
- Times-Italic
- Times-Bold Italic
- Symbol
- ZapfDingbats

Procedure: 1) set your print driver to PDF writer before beginning work on a document that you expect to submit to the CM/ECF system; 2) if you use a printed copy of the document, print the PDF file not the word processor file; 3) use a standard font. (March 2000)

**Are there benchmarks on the relationship between the PDF file size and the amount of time it takes to transmit (upload) and docket the entry at various Internet speeds?**

ANSWER: In the existing civil prototype (trial) courts, the average document is 12 - 12 ½ pages. Using this average, upload/transmission of a PDF text file takes (less than) 1 - 1 ½ minutes on average. We have not tracked average times for larger documents.

Various factors can affect the time it takes to transmit (upload) documents to the court, (e.g., load on the Internet Service Provider (ISP), user's modem speed, etc.) CM/ECF users may occasionally perceive the transmission time as excessive because their PC is tied up during the process. However, when weighed against the time required to prepare paper documents and deliver them to the court (via mail or delivery service), plus the delay before court staff reviews and docket the pleading, CM/ECF significantly reduces the time between preparing a pleading and its appearance on the docket.

It is important to understand that aside from case opening, various events can take different amounts of time. The document is not considered and accepted as filed until 2 things occur: 1) the submitter has reviewed the docket entry AND clicked the submit button; and 2) the submitter receives the notice of electronic filing that includes the document stamp.

The time the submitter originally logged onto the system does not affect filing time of the document in any way other than earlier access to the system gives them more time to complete the submission. (March 2000)

**Will someone submitting a long document monopolize the system to the detriment of other users? How long will it take to transmit/receive lengthy documents?**

ANSWER: A user submitting a large document to CM/ECF will not interfere with other users' access. The system uses web-based technology which is designed to service large numbers of users simultaneously.

The time it takes to transmit or receive a document primarily depends on the user's Internet Service Provider (ISP), modem speed, and the type of PDF file being transmitted or received. The CM/ECF system will accept both text and image PDF files. The text PDF file is usually the result of saving a document from a word processor in PDF format. The image PDF file is usually created by scanning a paper document in PDF format. The text file can be transmitted and received 15 to 20 times faster than the image file because it is much smaller in size. While this difference in speed is usually not noticeable in a 1 or 2 page document, the difference can be significant when a document reaches about 20 pages in length.

**TIP TO USE WHEN CREATING NEW PARTIES**

When adding a middle initial, or generation, such as Jr. or Sr., or a title such as Dr., please remember to include the period at the end of the entry. Otherwise, the entry looks incomplete.

**Northern District of Georgia Statistics Through May 17, 2000**

Division	Total Filings	Total Paperless	Percentage
Atlanta	946	125	13%
G'ville	126	21	17%
Newnan	199	29	14.5%
Rome	178	80	45%
Total	1,449	255	17.5%

